

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.

9 July 1962

AFCSA

SUBJECT: Air Force Policy on Class of Air Accommodations

TO: ALL SAB MEMBERS AND CONSULTANTS

1. This office is in receipt of an Air Force Policy Letter dated 22 June 1962 bearing on subject matter applying to all persons travelling at the expense or in the interest of the Air Force. Pertinent discussion had with applicable Air Force authority has clarified the point that all Scientific Advisory Board members and consultants are subject to compliance with this policy.

2. Because of the Terms of Reference of the Board and the nature of and the conditions under which advisory services are rendered, further investigation is to be made relative to the possibility of realizing special dispensation for SAB members and consultants. Pending developments and any favorable resolution in this instance, however, the following regulatory conditions will apply to air travel you may perform at the expense of the Air Force on behalf of the Scientific Advisory Board.

a. When commercial air transportation is required, less than first class accommodations on prop or jet aircraft will be the normal class of accommodations.

b. For overseas travel, scheduled military airlift including commercial service made available by MATS, will be used to the maximum extent consistent with the requirements of the mission. The use of commercial air transportation for overseas travel in lieu of services made available by MATS and the determination of class of accommodation will require the approval of the Chief of Staff, USAF.

c. First class accommodations may be used under the following circumstances: (1) less than first class is not available; (2) less than first class requires circuitous routing; (3) less than first class requires travel to commence at unreasonable hours (2400 through 0600); and (4) less than first class will result in additional direct costs which offset the transportation savings.

3. With reference to paragraph 2(c) above, if official travel is performed for the SAB under one or more of the special circumstances cited, such circumstance(s) should be clearly identified and described

when you submit your Travel Information Sheet for reimbursement to the SAB. This is necessary in order that appropriate certification may be executed by the Secretariat. Failure to do this, or to comply with other regulatory conditions cited in this memorandum, may lead to your having to bear the cost difference between first class and less than first class air accommodations.



CLYDE D. GASSER  
Colonel, USAF  
Secretary  
Scientific Advisory Board  
Office of the Chief of Staff

cc: AFCCS  
AFCVC  
AFRDC  
AFAAC  
AFSTP  
AFSC